

**UNC Workgroup 0433S Minutes
Inclusion of the Transmission to Distribution “System Operator
Agreement Guidelines” within the Offtake Arrangements
Document**

Monday 22 April 2013

Consort House, 6 Homer Road, Solihull B91 3QQ

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Andy Hine	(AH)	National Grid NTS
Alice Etheridge	(AE)	National Grid NTS
Alison Chamberlain	(AC)	National Grid Distribution
Bethan Winter	(BW)	Wales & West Utilities
Chris Shanley	(CS)	National Grid NTS
David Corby	(DC)	National Grid NTS
David Mitchell	(DM)	Scotia Gas Networks
Helga Clarke	(HC)	National Grid NTS
Mark Amos	(MA)	National Grid NTS
Mark Freeman	(MF)	National Grid Distribution
Tom Connolly	(TC)	Scottish Power

Copies of all papers are available at: www.gasgovernance.co.uk/0433/220413

The Workgroup Report is due to the UNC Modification Panel by 16 May 2013.

1.0 Review of Minutes and Actions

1.1 Minutes

The minutes of the previous meeting were accepted.

1.2 Actions

No outstanding actions to review.

2.0 Workgroup Report

AC summarised the changes made to the modification.

The Workgroup agreed to finalise the Workgroup.

BF confirmed the Workgroup Report would be published for any additional comments, which need to be received, by Friday 26 April at which point the report would be considered complete.

3.0 Any Other Business

None raised.

4.0 Diary Planning for Review Group

No further meetings planned.